Mayfield House School

First Aid Policy

Last Reviewed : 22 September 2026

Signed by:

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Statement of intent

Mayfield House School is committed to providing emergency first aid provision in order to deal with accidents and incidents affecting staff, pupils and visitors. The arrangements within this policy are based on the results of a suitable and sufficient risk assessment carried out by the school in regard to all staff, pupils and visitors.

The school will take every reasonable precaution to ensure the safety and wellbeing of all staff, pupils and visitors.

This policy aims to:

- Ensure that the school has adequate, safe and effective first aid provision for every pupil, member of staff and visitor to be well looked after in the event of any illness, accident or injury, no matter how major or minor.
- Ensure that staff and pupils are aware of the procedures in the event of any illness, accident or injury.
- Ensure that medicines are only administered at the school when express permission has been granted for this.
- Ensure that all medicines are appropriately stored.
- Ensure that the school has effective arrangements to recognise and respond promptly to medical emergencies, including severe allergic reactions and anaphylaxis.
- Ensure that pupils known to be at risk of anaphylaxis have appropriate individual arrangements in place and that emergency adrenaline is readily accessible.
- Maintain appropriate spare adrenaline auto-injectors (AAIs) at both school sites as an additional emergency measure.
- Promote effective infection control.

Nothing in this policy prevents any person from contacting the emergency services. In a life-threatening or serious medical emergency, staff will call 999 without delay and provide immediate first aid, including CPR where required, in accordance with their training. Where possible, these actions will take place simultaneously. Staff will ensure clear arrangements are made to direct and liaise with ambulance crews on arrival.

Definition and background

Definition

For the purposes of this policy the school will follow the definition of First Aid outlined below, from Wirral NHS Foundation Trust:

“First aid is the assistance given to any person suffering a sudden illness or injury, with care provided to preserve life, prevent the condition from worsening, and/or promote recovery. It includes initial intervention in a serious condition prior to professional medical help being available, such as performing CPR while awaiting an ambulance, as well as the complete treatment of minor conditions, such as applying a plaster to a cut. First aid is generally performed by the layperson, with many people trained in providing basic levels of first aid, and others willing to do so from acquired knowledge.”

Background

Under the Health and Safety (First Aid) Regulations 1981, employers are responsible for providing adequate and appropriate equipment, facilities and personnel to ensure their employees receive immediate attention if they are injured or taken ill at work. The regulations require employers to provide adequate and appropriate equipment, facilities and personnel based on a first aid needs assessment.

Although the regulations do not require employers to provide first aid for anyone other than their own employees, the DfE strongly recommends that all schools consider the needs of non-employees such as pupils and visitors when making provision for first aid, and that First Aid provision must be available:

• While people are on school premises.

• When staff and pupils are working elsewhere on school activities, including any off-site activity such as educational visits.

1. Legal framework

This policy has due regard to legislation and statutory guidance, including, but not limited to, the following:

- Health and Safety at Work etc. Act 1974
- The Health and Safety (First Aid) Regulations 1981
- The Road Vehicles (Construction and Use) Regulations 1986
- The Management of Health and Safety at Work Regulations 1999
- The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013
- DfE (2015) 'Supporting pupils at school with medical conditions'
- DfE (2022) 'First aid in schools, early years and further education'
- DfE (2025) 'Automated external defibrillators (AEDs): a guide for maintained schools and academies'
- Children's Wellbeing and Schools Act 2026
- DfE (2026) 'Keeping children safe in education'
- DfE (2026) 'Allergy safety in schools'
- Education (Independent School Standards) Regulations 2014

The school recognises that the DfE's 'Allergy safety in schools' statutory guidance is not currently a statutory requirement for independent schools, including independent special schools. However, Mayfield House School has chosen to have regard to the guidance as good practice and in preparation for corresponding allergy-safety requirements being introduced through the regulatory framework applicable to independent educational institutions.

The policy is implemented in conjunction with the following school policies:

- **Administering Medication Policy**
- **Allergy Safety and Anaphylaxis Policy**
- **Behaviour Policy**
- **Child Protection and Safeguarding Policy**
- **Educational Visits and School Trips Policy**
- **Health and Safety Policy**
- **Infection Control Policy**
- **Lone Worker Policy**
- **Records Management Policy**
- **Social, Emotional and Mental Health (SEMH) Policy**
- **Supporting Pupils with Medical Conditions Policy**

2. Roles and responsibilities

The Proprietors (Directors) are responsible for:

- The overarching development and implementation of this policy and all corresponding procedures.
- Ensuring a first aid needs assessment is undertaken to inform policy, practice and protocol.
- Ensuring that all relevant risk assessments are conducted to ensure the health and safety of the school community.

- Ensuring that there is a sufficient number of appointed first aiders within the school based upon these assessments.
- Ensuring that there are procedures and arrangements in place for first aid during off-site or out-of-hours activities, e.g. educational visits or parents' evenings.
- Ensuring that insurance arrangements provide full cover for any potential claims arising from actions of staff acting within the scope of their employment.
- Ensuring that appropriate and sufficient first aid training is provided for staff, and ensuring that processes are in place to validate that staff who have undertaken training have sufficient understanding, confidence and expertise in carrying out first aid duties.
- Ensuring that adequate equipment and facilities are provided for the school site.
- Ensuring that first aid provision for staff does not fall below the required standard and that provision for pupils and others complies with the relevant legislation and guidance.
- Ensuring that the school has:
    - A suitably stocked first-aid kit.
    - An appointed person to take charge of first-aid arrangements.
    - Information for all employees giving details of first-aid arrangements.
- Ensuring that appropriate arrangements are in place for pupils with allergies, including emergency arrangements for anaphylaxis.
- Ensuring that the school maintains appropriate emergency allergy equipment, including spare adrenaline auto-injectors (AAIs), and that arrangements are in place for their storage, accessibility, monitoring and replacement.
- Ensuring that staff receive appropriate allergy and anaphylaxis awareness training relevant to their roles.
- Ensuring that serious allergic reactions and relevant near misses are reviewed so that lessons can be identified and acted upon

The **headteacher** is responsible for:

- The day-to-day development and implementation of this policy and its related procedures.
- Ensuring that all staff and parents are made aware of the school's policy and arrangements regarding first aid.
- Ensuring that all staff are aware of the locations of first aid equipment and how it can be accessed, particularly in the case of an emergency.
- Ensuring that all pupils and staff are aware of the identities of the school first aiders and how to contact them if necessary.
- Ensuring that staff know how to recognise and respond to anaphylaxis and know the location of emergency AAIs.
- Ensuring that arrangements for pupils with known allergies are communicated to relevant staff and reflected in the pupil's Individual Healthcare Plan (IHP), where applicable.
- Ensuring that appropriate allergy and anaphylaxis training is undertaken and refreshed in accordance with school arrangements.

Staff are responsible for:

- Ensuring that they have sufficient awareness of this policy and the outlined procedures, including making sure that they know who to contact in the event of any illness, accident or injury.
- Securing the welfare of the pupils at school.
- Making pupils aware of the procedures to follow in the event of illness, accident or injury.
- Being aware of pupils with known allergies where this information is relevant to their role.
- Knowing how to summon assistance in a suspected allergic reaction or anaphylactic emergency.
- Knowing the location of the school's emergency AAIs and following the pupil's IHP and the school's emergency procedures.
- Reporting allergy-related incidents, administration of adrenaline and relevant near misses in accordance with school procedures.

First aid staff are responsible for:

- Completing and renewing training as dictated by the directors.
- Ensuring that they are comfortable and confident in administering first aid.
- Ensuring that they are fully aware of the content of this policy and any procedures for administering first aid, including emergency procedures.
- Keeping up to date with government guidance relating to first aid in schools.

The **appointed first-aid person** is responsible for:

- Overseeing the school's first-aid arrangements.
- Taking charge when someone is injured or becomes ill.
- Looking after the first-aid equipment, e.g. restocking the first aid container.
- Ensuring that an ambulance or other professional medical help is summoned when appropriate.
- Calling the emergency services where necessary.
- Maintaining injury and illness records as required.

3. First aid provision

First aid needs assessment

The school will regularly monitor and assess its first-aid arrangements through a first-aid needs assessment. The assessment will be formally reviewed at least annually and following any significant change to staffing, premises, activities or pupil needs, or following a serious incident where the adequacy of first-aid provision may need to be reconsidered.

The school will ensure that this assessment informs first aid policies and protocols and that arrangements continue to be appropriate and take account of:

- Hazards and risks on the school premises.
- The size of the school.
- The needs of any vulnerable individuals onsite.
- The nature and distribution of pupils and staff throughout the school.

The school will ensure that first aid provision is sufficient and can be administered without delay at all times.

All staff members will be made aware that agreeing to become a first aider for the school is strictly on a voluntary basis and that they should never feel pressured to take on this role.

The school will expect teachers and other staff working with pupils to use their best endeavours at all times, particularly in emergencies, to secure the welfare of pupils in the same way that parents might be expected to act towards their children.

The school will make staff aware of the government guidance which stipulates that, in general, the consequences of taking no action are likely to be more serious than those of trying to assist in an emergency.

Material, equipment and facilities

The school will provide sufficient materials and equipment to meet the needs identified in the first aid needs assessment and ensure that these are suitably labelled, accessible and available at all times.

First aid containers

The number and contents of first-aid containers will be determined by the school's first aid needs assessment, reviewed at least annually. The school uses BS 8599-1:2019 workplace first-aid kits (or equivalent) as its benchmark and supplements these where specific risks are identified, e.g. science, DT, PE or off-site activities. There is no mandatory contents list – kits are stocked to our assessed needs and checked monthly and after each use.

Typical baseline contents (subject to the school's first aid needs assessment) include:

- A leaflet giving general advice on first aid.
- 20 individually wrapped sterile adhesive dressings, of assorted sizes.
- 2 sterile eye pads.
- 2 individually wrapped triangular bandages, preferably sterile.
- 6 safety pins.
- 6 medium-sized individually wrapped sterile unmedicated wound dressings.
- 2 large-sized individually wrapped sterile unmedicated wound dressings.
- 3 pairs of disposable gloves.

All first aid containers will be identified by a white cross on a green background.

The appointed person will routinely examine the contents of first aid boxes, including any mobile first aid boxes for offsite use – these will be frequently checked and restocked as soon as possible after use. Items will be safely discarded after the expiry date has passed.

First aid boxes are in the following areas:

Mayfield House Site (MHS)

- **School Reception**
- **First Aid Room**
- **Kitchen**

- **Transport**

Mitchell House Site

- **School Reception**
- **School Kitchen**
- **Staff Room**
- **All Transport (3 vehicles)**
- **First aid room**
- **Vocational Room**
- **Deputy head teacher's Office**
- **Two spare boxes held in reception**
- **Travel packs for trips out**

All first-aid boxes are identified by a **white cross on a green background** and contain supplies appropriate to their area.

Burns first-aid kits

In addition to the general first-aid provision, dedicated burns first-aid kits are provided in areas identified through the school's first-aid needs assessment as presenting an increased risk of burns.

Burns first-aid kits are located at:

Mayfield House Site

- Reception
- Kitchen

Mitchell House Site

- Reception
- Kitchen
- Vocational Room

Burns first-aid kits will be clearly identified, readily accessible and checked as part of the school's routine first-aid equipment checks. Any kit that has been opened or used will be checked and replenished promptly, and expired or damaged items will be replaced.

The availability of a burns first-aid kit does not replace appropriate immediate first-aid treatment for burns. Staff will follow their first-aid training and seek emergency medical assistance where required.

Replenishment and swap-out procedure

When a first aid box is opened, it is taken to the office and exchanged immediately for a fully

stocked kit. The opened kit is checked, restocked, and resealed the same day. Expiry-date checks are completed monthly and recorded on a first-aid stock log.

Emergency adrenaline auto-injectors (AAIs)

Mayfield House School maintains spare adrenaline auto-injectors (AAIs) as emergency medication separate from the general contents of first-aid boxes.

The school will hold four sets of spare AAIs, comprising:

- two sets at Mayfield House Site; and
- two sets at Mitchell House Site.

Each set will contain the appropriate emergency AAI provision supplied or obtained by the school. Details of the device type, dose, batch number, expiry date and storage location will be recorded on the school's AAI register.

Spare AAIs will be stored in clearly identified locations that are secure from unauthorised access but readily accessible to staff in an emergency. They will not be locked away in a manner that could cause delay in an anaphylactic emergency.

The exact locations of the spare AAIs will be communicated to staff and displayed appropriately at each site.

Checking and maintenance of spare AAIs

The appointed person, or another nominated member of staff, will ensure that the school's spare AAIs are checked at least monthly and following any use.

Checks will include:

- the number of devices available;
- the device type and dose;
- expiry dates;
- the condition of the device and packaging;
- whether the device has been used or damaged; and
- whether the device remains readily accessible.

Checks will be recorded on the school's AAI register. Replacement devices will be obtained in sufficient time before expiry wherever practicable. Used, damaged or expired devices will be removed from emergency stock and disposed of safely in accordance with appropriate pharmaceutical arrangements.

Information for staff.

The school will inform staff, pupils, contractors and visitors to the school, as appropriate, of the first aid arrangements, including the following:

- The contents and key principles of this policy
- The location of equipment and facilities
- The identities and roles of first aiders or the appointed person.
- How to contact a first aider or appointed person urgently should the need arise.
- The procedures for monitoring and reviewing the school's first aid needs.

The school will include the provision of first aid information during induction training.

4. First aiders and appointed persons

First aiders will be expected to:

- Give immediate help to casualties with common injuries or illnesses and those arising from specific hazards at the school or college or on educational visits.
- Ensure that an ambulance or other professional medical help is called when appropriate.

When selecting first aiders, the school will consider the following factors set out in the government guidance:

- Reliability and communication skills.
- Aptitude and ability to absorb new knowledge and learn new skills.
- Ability to cope with stressful and physically demanding emergency procedures.
- Availability to respond immediately to an emergency.

Staff responsible for each area will ensure that the first-aid box is present, accessible and returned to the office following opening or use. The appointed person or nominated office staff will be responsible for recorded stock checks, expiry checks, replenishment and resealing of first-aid boxes.

Because first-aid provision covers **pupils and visitors**, all first aiders receive **paediatric-capable training** appropriate to the school's setting, in line with DfE and HSE guidance.

First aid notices will be clearly displayed throughout the school with information on the names and locations of first aiders to ensure that pupils and staff know who they must contact in the event of illness or injury.

The school maintains an up-to-date register of trained first aiders, including their location, type of qualification and certificate expiry date.

A current list of first aiders and information about how they can be contacted is displayed prominently at Reception at both Mayfield House and Mitchell House. Additional first-aid notices are displayed at appropriate locations across both sites so that staff, pupils and visitors can readily identify how to obtain first-aid assistance.

The detailed training and qualification register is maintained centrally by the school and is reviewed regularly to ensure that sufficient appropriately trained first-aid personnel are available at each site at all times, including arrangements for absence and off-site activities.

The school will ensure that there is always a sufficient number of first-aid personnel available on site at all times to provide adequate cover to all areas of the school.

First aid training

The school will ensure that first aiders undertake appropriate training delivered by a competent training provider and hold a current first-aid certificate appropriate to the needs identified by the school's first-aid needs assessment.

The school is aware that first aid certificates are usually valid for three years and will therefore ensure that adequate monitoring procedures will be in place to ensure that refresher training is arranged for first aiders before certificates expire. First aiders will ensure that their first aid certificates are kept up to date through liaison with the SBM.

The school will ensure that the content of first-aid training is appropriate to the age and needs of the school community. Where identified through the first-aid needs assessment, additional paediatric first-aid training will be provided. Separate statutory paediatric first-aid requirements will be met where the EYFS applies.

The school may provide separate mental health awareness and mental health first-aid training appropriate to staff roles. Such training complements, but does not replace, the first-aid qualifications required by the school's first-aid needs assessment. Pupils will be supported in accordance with the school's Social, Emotional and Mental Health (SEMH) Policy**.**

Allergy and anaphylaxis awareness

The school will provide appropriate allergy and anaphylaxis awareness training so that staff understand:

- common allergens and how exposure may occur;
- signs and symptoms of an allergic reaction and anaphylaxis;
- the need for an immediate response where anaphylaxis is suspected;
- how to summon emergency assistance;
- where emergency AAIs are located;
- how AAIs are used, where appropriate to the member of staff's role and training;
- the importance of following pupils' IHPs and emergency arrangements; and
- the school's procedures for recording and reporting incidents and near misses.

5. Automated external defibrillators (AEDs)

The school's AED provision is determined by its **first aid needs assessment**. We follow the **DfE's January 2025 guidance: "Automated external defibrillators (AEDs): a guide for schools"**.

- If an on-site AED is available, staff must call **999 immediately** and follow the AED voice prompts
- If no AED is on site, staff call **999** and follow ambulance-service directions to the nearest registered AED
- AED awareness and CPR are included in staff training and age-appropriate PSHE lessons.

We do not currently have an on-site AED; our contingency is to follow 999 operator guidance and use the nearest registered AED.

6. Accommodation

The school's first aid room will be suitable to use as and when it is needed, and any additional medical accommodation will be available in accordance with the school's first aid needs assessment.

The first aid room will be used to enable the medical examination and treatment of pupils and for the short-term care of sick or injured pupils. First aid rooms will be near toilet facilities.

The first aid room will not be used for teaching purposes.

The first aid room will:

- Be large enough to hold an examination or medical couch.
- Have washable surfaces and adequate heating, ventilation and lighting.
- Be kept clean, tidy, accessible and available for use at all times when employees are at work.
- Have a sink with running water.
- Be positioned as near as possible to a point of access for transport to hospital.

7. Emergency procedures

If an incident, illness or injury occurs, the member of staff in charge will assess the situation and decide on the appropriate course of action, which may involve calling for an ambulance immediately or calling for a first aider.

If called, a first aider will assess the situation and take charge of first aid administration. If the first aider does not consider that they can adequately deal with the presenting condition by the administration of first aid, then they will arrange for the injured person to access appropriate medical treatment without delay.

Where an initial assessment indicates a moderate or serious injury or illness, staff must **call 999 immediately** and follow the operator's instructions while providing first aid. A staff member will accompany any pupil taken to hospital and parents/carers will be contacted as soon as practicable.

Where necessary, a trained staff member will administer emergency help and first aid to all injured persons. The purpose of this is to keep the victim alive and, if possible, comfortable, before professional medical help arrives. In some situations, immediate action can prevent the accident from becoming increasingly serious, or from involving more victims.

Suspected anaphylaxis

Anaphylaxis is a medical emergency. Where anaphylaxis is suspected, staff must act immediately and must not delay emergency treatment while waiting for a parent/carer to attend.

Staff will:

- call 999 and state that anaphylaxis is suspected;
- administer the pupil's prescribed adrenaline auto-injector where available and appropriate, in accordance with the pupil's IHP and emergency arrangements;
- where permitted and appropriate, use a school spare AAI if the pupil's own device is unavailable, unusable or cannot be accessed without delay;
- follow the instructions provided by the emergency services and the instructions for the particular AAI device;
- continue to monitor the pupil while awaiting the ambulance; and
- arrange for the pupil's parent/carer to be contacted as soon as possible without delaying emergency treatment.

Where a second dose of adrenaline is required, this will be administered in accordance with the pupil's emergency arrangements, current medical guidance and/or the instructions of the 999 call handler.

A pupil who has received adrenaline for suspected anaphylaxis will be treated as requiring emergency medical assessment and will not simply return to normal school activities because symptoms appear to have improved.

Where the seriously injured or unwell individual is a pupil, the following process will be followed:

- A responding staff member calls 999 immediately and follows the instructions of the operator – this may include the administering of emergency first aid.
- Where an ambulance is required, a staff member accompanies the pupil in the ambulance and calls the pupil's parent as soon as possible to inform them of the course of action taken. The staff member remains with the pupil at the hospital until a parent arrives.
- Where an ambulance is not required but medical attention is needed, parents/carers will normally be asked to arrange appropriate transport. Where this is not reasonably practicable and the pupil's condition makes private transport safe and appropriate, the school may arrange transport in accordance with its risk assessment and insurance arrangements. Where a staff vehicle is used, appropriate business-use insurance must be in place and at least two staff members will accompany the pupil - one to drive and one, who is a first aider, to sit with the pupil.
- The school will ensure that no further injury can result from any incidents that occur, either by making the scene of the incident safe, or, if they are fit to be moved, by removing injured persons from the scene.
- Responding staff members will see to any pupils who may have witnessed the incident or its aftermath and who may be worried or traumatised, despite not being directly involved. These pupils will be escorted from the scene of the incident and comforted. Younger or more vulnerable pupils may need parental support to be called immediately.

Once the above action has been taken, details of the incident will be reported promptly to:

- The headteacher.
- The parents of the victim(s).

The school is aware that responding to an incident can be stressful for the first aider, and that following an incident, the first aider may require support. This may take the form of a debrief from any ambulance crew on scene, an appointment with their GP, or mental health support from external helplines and websites located at the bottom of the government page 'Promoting and supporting mental health and wellbeing in schools and colleges'

8. Reporting accidents and record keeping

In the event of incident or injury to a pupil, a parent will be informed as soon as practicable. In the event of a serious injury or an incident requiring emergency medical treatment, the pupil's class teacher will telephone the pupil's parent as soon as possible. Parents will be informed in writing of any injury to the head, whether minor or major, and be given guidance on the action to take if symptoms develop.

A list of emergency contacts will be kept at the **school office**.

The school will keep a record of all incidents involving staff, pupils and visitors, which require first aid staff to be in attendance. The school will use this record to help identify trends in accidents and areas for improvement as well as when to review first aid needs assessments.

The appointed person will ensure that records are kept of any injuries, accidents or illnesses, as well as any first aid treatment that is given – this will include:

- The date, time and place of the incident.
- The name and class of the injured or ill person.
- Details of the injury or illness and what first aid was given.
- Details of what happened to the person immediately afterwards, e.g. whether they were sent home or went back to class.
- The name and signature of the first aider or person dealing with the incident.

Allergy incidents and near misses

Where an allergic reaction occurs, adrenaline is administered, or an allergy-related near miss occurs, the school will make an appropriate record. This will include, where relevant:

- the circumstances of the incident;
- the suspected allergen or trigger, where known;
- symptoms observed;
- action taken and by whom;
- details of any AAI administered, including whether the pupil's own or a school spare device was used;
- the time the AAI was administered;
- whether a second dose was administered;
- the time 999 was called;
- communication with parents/carers; and
- any subsequent action or lessons identified.

The Headteacher and appropriate senior staff will review serious allergic reactions and significant near misses. Where necessary, the pupil's IHP, risk assessment, staff training, catering arrangements or other relevant controls will be reviewed and amended.

Safeguarding and medical conditions

The school recognises that a pupil's medical condition, including allergy, may in some circumstances form part of a wider safeguarding concern. Staff must remain professionally curious and must not assume that a medical explanation removes the need to consider safeguarding.

Where a member of staff has a safeguarding concern arising from a pupil's medical needs, access to medication, repeated failure to provide essential medication or equipment, unexplained or concerning incidents, or any other circumstances suggesting that the pupil may be at risk of harm, the concern must be reported promptly to the Designated Safeguarding Lead (DSL) or a Deputy DSL in accordance with the Child Protection and Safeguarding Policy.

Medical emergencies must be dealt with immediately; safeguarding reporting must not delay emergency treatment or contacting 999.

Electronic accident and first-aid records

Mayfield House School maintains its accident, medical and first-aid records electronically through Behaviour Watch. The school's electronic medical/first-aid form is used to record incidents involving pupils, staff and visitors, as appropriate.

Records will contain the information required by the school's first-aid and accident-recording arrangements and will be stored securely, with access restricted to authorised staff, in accordance with the school's Records Management Policy and data protection requirements.

Where an incident meets the statutory reporting criteria under RIDDOR, recording the incident on Behaviour Watch does not replace the requirement to submit the appropriate RIDDOR report. The Headteacher or delegated responsible person will ensure that any required report is made to the relevant enforcing authority.

The headteacher will ensure that any injury or accident that must be reported to the HSE or LA under RIDDOR obligations is reported in a timely and detailed manner.

RIDDOR reporting

RIDDOR obligations will be met in line with HSE Education Information Sheet (EDIS1). The Headteacher (or delegate) will review each incident against EDIS1 guidance to decide if it must be reported to the HSE.

9. Offsite visits and events

Before undertaking any offsite visits or events, the teacher organising the trip or event will assess the level of first aid provision required by undertaking a suitable and sufficient risk assessment of the visit or event and the persons involved.

Where a pupil attending an off-site activity has a known allergy or is at risk of anaphylaxis, the visit risk assessment will consider the pupil's individual emergency arrangements and access to their prescribed AAI(s).

The visit leader will ensure, before departure, that required emergency medication is available, in date and readily accessible throughout the visit. Where appropriate and permitted, the school will also consider whether a spare school AAI should accompany the group.

Emergency medication must remain accessible to the responsible staff and must not be stored where it cannot be accessed promptly in an emergency.

The school will take a first aid kit on all offsite visits which contains at a minimum:

- A leaflet giving general advice on first aid.
- 6 individually wrapped sterile adhesive dressings.
- 1 large sterile unmedicated dressing.
- 2 triangular bandages individually wrapped and preferably sterile.
- 2 safety pins.
- Individually wrapped moist cleansing wipes.
- 2 pairs of disposable gloves.

Additionally, the school will ensure that all large vehicles and minibuses have a first aid box readily available and in good condition which contains:

- 10 antiseptic wipes, foil packed.
- 1 conforming disposable bandage that is not less than 7.5cm wide.
- 2 triangular bandages.
- 1 packet of 24 assorted adhesive dressings.
- 3 large sterile unmedicated ambulance dressings that are not less than 15x20cm.
- 2 sterile eye pads, with attachments.
- 12 assorted safety pins.
- 1 pair of non-rusted blunt-ended scissors.

School minibuses and large vehicles will carry a first-aid receptacle containing the items required by Regulation 43 and Schedule 7 of the Road Vehicles (Construction and Use) Regulations 1986, kept in good condition and readily available.

For more information about the school's educational visit requirements, please see the **Educational Visits and School Trips Policy.**

10. Medicines

First-aid boxes do not routinely contain tablets or medicines. Emergency medication, including the school's spare adrenaline auto-injectors (AAIs), is stored separately in clearly identified locations in accordance with this policy, the Administering Medication Policy and the Allergy Safety and Anaphylaxis Policy.

Administration

The school will ensure that staff are aware of government guidance which stipulates that the administration of first aid at work does not include the giving of tablets and medicines, whether prescribed or not.

The provisions and requirements for the administration of medicines will be outlined in the following school policies and documents:

- **Administering Medication Policy**
- **Administering Medication Risk Assessment**
- **Allergy Safety and Anaphylaxis Policy**
- **Supporting Pupils at School with Medical Conditions**

In circumstances where pupils may need to have access to life-saving prescription drugs in an emergency, the details will be recorded in the pupil's individual healthcare plan and identified staff members will be aware of what to do.

Certain prescription-only medicines may lawfully be administered in specified emergency circumstances under the Human Medicines Regulations 2012. Emergency medication will be administered in accordance with applicable medicines legislation, the pupil's Individual Healthcare Plan (IHP) or emergency arrangements where relevant, and the school's Administering Medication Policy. Staff expected to administer emergency medication will receive appropriate instruction and training.

Storage

Medicines will be stored securely and appropriately in accordance with individual product instructions, save where individual pupils have been given responsibility for keeping such equipment with them. Medicines will be stored in the original container in which they were dispensed, together with the prescriber's instructions for administration, and properly labelled, showing the name of the patient, the date of prescription and the date of expiry of the medicine.

Medicine brought in by pupils will be returned to their parents for safe disposal when they are no longer required or have expired.

Emergency medication and medical devices will be available in accordance with pupils' individual needs and the school's arrangements. The school will additionally maintain spare adrenaline auto-injectors (AAIs) for emergency use in accordance with this policy and applicable medicines legislation and guidance.

Parents will advise the school when a child has a chronic medical condition or severe allergy so that an IHP can be implemented and staff can be trained to deal with any emergency in an appropriate way.

Parents/carers are expected to provide the school with up-to-date medical information and prescribed emergency medication required by their child. The school will work with parents/carers and relevant healthcare professionals when developing or reviewing individual arrangements.

Pupils' medication will be stored and, where appropriate, administered in accordance with their Individual Healthcare Plan (IHP), where applicable, and any relevant provisions within their Education, Health and Care Plan (EHCP), together with the school's Administering Medication Policy**.**

11. Illnesses and Allergies

When a pupil becomes ill during the school day, their parent will be contacted and asked to pick their child up as soon as possible.

A quiet area will be set aside for withdrawal and for pupils to rest while they wait for their parent to pick them up. Pupils will be monitored during this time.

Where a pupil has an allergy, this will be addressed via the school's **Allergy Safety and Anaphylaxis Policy.**

Pupils with known allergies will have appropriate individual arrangements in place, including an Individual Healthcare Plan (IHP) where required. Relevant staff will have access to the information necessary to support the pupil safely.

The school will take reasonable steps to reduce foreseeable exposure to known allergens while recognising that it is not normally possible to guarantee an entirely allergen-free environment.

Emergency arrangements will prioritise rapid recognition of symptoms, prompt administration of adrenaline where indicated and immediate contact with the emergency services.

The school's spare AAIs provide additional emergency resilience and do not replace the responsibility for pupils who have been prescribed AAIs to have their own prescribed devices available in accordance with their individual arrangements.

The school will manage any emergencies relating to illnesses and allergies in accordance with the Emergency procedures section of this policy.

12. Consent

Parents will be asked to complete and sign a medical consent form when their child is admitted to the school, which includes emergency numbers, alongside details of allergies and chronic conditions – these forms will be updated at the start of each school year.

Staff act reasonably and in each child's best interests. For non-urgent care, staff follow parental consents and Individual Healthcare Plans (IHPs). In an emergency, staff will call 999 and provide first aid while contacting parents/carers as soon as possible.

Where required by medicines legislation and applicable guidance, parental consent and medical authorisation for the use of a school spare AAI will be recorded as part of the pupil's allergy and healthcare arrangements.

Consent arrangements will not prevent staff from calling 999, providing appropriate first aid or following instructions from emergency healthcare professionals where a pupil is experiencing a medical emergency.

13. Monitoring and review

This policy will be reviewed at least annually by the Proprietors (Directors), and any changes will be communicated to relevant staff.

The policy will also be reviewed earlier where necessary following:

• a serious first-aid or medical incident;
• a serious allergic reaction or significant allergy-related near miss;
• the use of a school spare AAI;
• significant changes to a pupil's medical needs;
• changes to legislation, statutory guidance or the Independent School Standards; or
• findings arising from risk assessment, monitoring, audit or inspection.

Staff will be required to familiarise themselves with this policy as part of their induction and ongoing training.

Next scheduled review date: September 2027.